



A-3 Visa & SOFA Stamp

<http://8tharmy.korea.army.mil/sja/legal-services/>



Although Client Legal Services does not personally handle A-3 Visa/SOFA Stamp applications, we will review your applications on a walk-in basis during normal duty hours (except from 1130 – 1300 hours) before you visit a local Immigration Office, and the following information is provided regarding the process:

A-3 Visa: A Republic of Korea (ROK) issued Grant for Status of Sojourn is required for all USFK non-military SOFA status personnel residing in the ROK. An A-3 Visa may be applied for at a ROK Embassy or Consulate outside the ROK prior to entering the ROK, or at a ROK Immigration Bureau after entering the ROK. Obtaining and maintaining a current A-3 Visa is an individual responsibility, separate from required SOFA Status Verification, and penalties (including fines and confinement) may be imposed for failing to maintain an appropriate Visa during your stay in the ROK.

SOFA Stamp: To ensure that USFK non-military SOFA status personnel entering and sojourning in the ROK are exempt from ROK laws and regulations concerning the registration and control of aliens, the ROK Immigration Bureau will verify SOFA status and affix a SOFA Verification Seal in passports. USFK non-military SOFA status personnel obtain a SOFA Verification Seal only after entering the ROK by presenting, or having a designated agent present, the appropriate documentation to the ROK Immigration Bureau.

Checklist for Obtaining A-3 Visa and/or SOFA Stamp

- ☐ Original Valid passport. If you recently obtained a new passport, you must also present the cancelled passport containing the valid A-3 Visa and SOFA Stamp previously issued by ROK Immigration.
- ☐ Clear photocopy Passport Data Page
- ☐ Clear photocopy Consular Report of Birth Abroad (if applying for a newborn)
- ☐ Clear photocopy of Sponsor's ID card, and if applicable, Dependent's ID Card (age 10 and older) – front and back both on same side of sheet (face on copy must be clearly recognizable).

One of the following Application Certification Memorandum (less than 30 calendar days old on appointment date):

- ☐ Original Military Assignment Certification memorandum (dependents of military personnel)
- ☐ Original Civilian Employment Certification memorandum (DoD civilian employees and their dependents)
- ☐ Copy (regardless of date, but showing current DEROS date) USFK Form 700-19A-E & SOFA Letter of Accreditation (Invited Contractors and their dependents)

- ☐ Completed ROK Ministry of Justice Form 34

The format for the Military Assignment Certification memorandum, and Ministry of Justice Application for A-3 Visa/SOFA Stamp along with instruction on how to complete the form, is available at <http://8tharmy.korea.army.mil/sja/main/> (click on the “Legal Services” tab, and then the “Visa/SOFA Stamp Services” sub-tab).

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

To obtain A-3 Visa and/or SOFA Stamp services, you must present all required documentation in person to one of the Immigration Offices below:

<u>Seoul Immigration Office Sejongno</u> <u>Branch</u> Phone: COM 1345 Hours: 0900 – 1800 Lunch Hours Closed: 1130-1230 Mon-Fri (closed KN holidays) Location: Seoul Global Center 2d Fl Vicinity Jonggak subway station	<u>Seoul Immigration Office(Mokdong)</u> Phone: COM 1345 Hours: 0900 – 1800 Mon-Fri (closed KN holidays) Location: Vicinity Omokgyo subway station	<u>Suwon Immigration Office Osan</u> <u>Branch (Osan Airbase)</u> Phone: COM 1345 Hours: 0900 – 1300 Mon-Fri (closed KN holidays) Location: Bldg 884 AMC Terminal on Osan AB
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ACS has SOFA Stamp Bus Service to Seoul Immigration Office(Mokdong) at every first Tuesday of the month. You can sign up at DSN 738-7505 or COM 050-3338-7505.

Detailed maps with directions to the Seoul Immigration Office Sejongno Branch or Seoul Immigration Office (Mokdong) are available on the Client Legal Services public website at:
<http://8tharmy.korea.army.mil/sja/legal-services/> .

In obtaining an A-3 Visa and/or SOFA Stamp, it's important that you understand the following:

- A-3 Visas/SOFA Stamps are only issued for a maximum period of two (2) years.

The effective date of a new two (2) year A-3 Status/SOFA Stamp is the date it is issued. If your scheduled departure from the ROK is more than two (2) years from the date your A-3 Status and SOFA Stamp was issued, you need to remember to reapply before the two (2) expiration date.

- A-3 Visas/SOFA Stamps are only issued up to the earliest date of one of the following (not to exceed two (2) years):
 - Expiration date on your passport
 - Expiration date on your US Government identification card
 - Expiration date on Sponsor's US Government identification card
 - DEROS date based on your official orders/letter of employment

To maximize the length of your A-3 Visa/SOFA Stamp, it's important to ensure that your ID card and passport (if necessary) are renewed PRIOR to submitting your application so the expiration date(s) are at least up to or beyond your scheduled departure date from the ROK. Although not required, documentation with earlier expiration dates will limit the validity period of an A-3 Visa/SOFA Stamp.

- A-3 Visas/SOFA Stamps are only issued in a valid passport containing a ROK Immigration Entry Stamp (with the following exceptions):
 - Newborn infants with their first passport
 - Newly acquired passport (upon presentment of cancelled passport with valid A-3 Visa/SOFA Stamp)

If you have any other Korean visa issues such as family visitation or work permit, Seoul Immigration Office(Mokdong) has jurisdiction for Yongsan area and online reservations is required. Reservations can be made at http://www.hikorea.go.kr/pt/main_en.pt .